

Message

From: Rose, Kenneth [Rose.Kenneth@epa.gov]
Sent: 1/10/2021 8:59:38 PM
To: Esher, Diana [Esher.Diana@epa.gov]
Subject: Items for Attention -- January 10, 2021

Diana,

Hi. Since I was working on a couple of other things, I also reviewed emails and updated items for attention. I sent you revised messages for managers to send tomorrow (Monday) and also note there is a compliance assurance notification for Ramez in your 'drafts.'

Here are new items since Thursday afternoon:

Cecil (1/8) email with outside employment memo for you to sign – looks like this got lost in his in box until now

Chad email (1/8) with resolution letter on matter with WVDEP (has desk statement for inquiries) – also emails from Jonathan Stein with this letter attached

LSASD Workgroup update (1/8) – should this change to Paul L?

PSC Actions and Decisions info from Greg Baranco (1/8) -- workplan input due to Anne Jennings by 1/22

Chad email of 1/8 related to ELMS champions and having a Non-OPA champion in addition to Kyle Z from OPA (Allison N email on this also)

Lots of emails on Friday among DRAs and HQ on vaccine tiering

I have also highlighted a few items below.

Thanks,
Ken

For Attention:

- **Ethics:**
 - Annual questionnaire due – Allison Gardner wants to know if you want a briefing. You or Paul L (whichever is DEO as of 1/22) will have to submit the questionnaire by COB January 22 via a link provided in an email from Justina Fugh (part of Allison's email I've sent to you). See my email of 1/7.
- **All Hands:**
 - Mention Cos/Jen Farewell on 1/13 – added slide for the invite info
- **Cos/Jen Farewell:**
 - Have the draft agenda you updated
 - SaTrina working on slide show
- **Transition:**
 - Discussion among DRAs on signature block when Acting
 - Working on updating briefing papers and the event workbook
 - Paul sent you the short version state profiles that we developed for you (not the permanent RA) to use when you become acting; please review and let us know any comments. Longer/fuller versions will be developed by OPA
 - Paul added additional 'to dos' to the Teams flowboard and I added a couple more

- **Response to Ramez on list of Items**

- Sent revised draft letter for your review – waiting on Cos/Jen input on the 2 versions for guidance on how to proceed
- Jen replied on 1/8 and she and Cos said they'd talk to you on Monday.

- **Regional Lead Plan:**

- Working with Noelle on revised letter and shorter version of Plan to send to HHS after 1/21/2021 – sent letter and shorter version of FY20 plan for your review and to send to HHS RA

- **DRBC:**

- emails from Cos and Cathy forwarding email for USACE requesting federal partner positions by 1/15/2021 on response to DRBC and hydraulic fracturing. Meeting with White House Economic Counsel AFTER inauguration day.

- **ELMS:**

- You need to determine your A3 project for FY21 by January 31, 2021. – saw your email with Kate on grants; Dave Campbell sent proposal on 12/8 to partner with LSASD
- Our SES A3s must be approved by you by January 31, 2021. I forwarded Allison Ng email (12/17) that forwarded Donna Vizian 11/19 email; Also email on 12/17 from Stefan Martiyan with SES A3 guidance
- January (and beyond) Gemba walks – I think you should turn this over to Paul Leonard (if possible) in January. If not Paul D & Kate could do.

- **National Honor Awards:**

- Kathrina email 1/6 – a number of emails from the awards platform; ready for your review and approval.

Trainings:

NGGS (new grants system): no specific training for Approving Officials or Award Officials. OGD is going to put out user guides for specific tasks – our Grants Section can provide this to you. Also, once Grants becomes more familiar with the system they can give you a hands on demo of the system. They will need to do that for Kate and Lisa too.

PPL+, Schedule Changes and Absence Requests

Absence requests from Cristina, Paul D, me, and others

Emails to send:

Messages for Managers

Compliance Assurance Notification to Ramez (new 1/7)

For Review, Comment and Signature:

Small Business Awards nominations email – due by Feb 5, 2021

SIPs –

Key Calendar Items for This/Next Week:

1/11: MAC meeting on grants management system (Jackie sent you an email she would like to go out)

1/12: all hands meeting

1/12: SEMD hot issues

1/13: Cos and Jen farewell

1/13: Prep for MAC meeting on civil conversations

1/13: PFC forecasting – move or cancel?

1/14: Management Exchange

1/14: WD hot issues

1/15: Samantha check in

1/15: Jim Edward retirement event

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